

MINUTES OF COMMISSION MEETING

Thursday, December 7, 2000

Members Present: Cheryl Smith, Barbara Malone, Dave Jones, Karol Merten, Jim Chapman,
Jan Irvin, Betsy Elam
Members Absent: Patsy Jiminez, Yvonne O'Neill
Staff to the Commission: Laura Roberts
Visitors Present: Tom Keeffer, Janet Lasick

1. **Call to Order:** The meeting was called to order by President, Cheryl Smith at 1:35 p.m. at the Barry Creek Meeting Center, 1345 Paul Bunyan Road, Susanville, California.
2. **Introductions:** All members of the Commission and visitors introduced themselves.
3. **Approval of Minutes:** Item #8 in the minutes was corrected to say December 7 rather than December 4. Karol Merten moved that the minutes of 11/9/2000 be approved as corrected. Jan Irvin seconded the motion, and the Commission approved the corrected minutes. Chapman abstained.
4. **Fiscal Report:** The fiscal report was presented and as of 12/06/2000 we have a balance of \$596,564.67.
5. **RFA Discussion:** Pursuant to a directive from the Commission at the previous meeting, a draft RFA was presented. Certain components of the RFA were left blank pending a discussion at this meeting of the Commission's spending plan. Funding and allocation questions were asked of the Commissioners, with in depth discussion taking place. Answers to the questions developed a revised allocation and financial plan for the Strategic Plan, which will be presented at the next meeting. Further discussion ensued in which it was commented that the application is too long and complex for small grants. It was suggested that there be two applications, one for small grants and one for large grants. After a great deal of discussion concerning the budgeted funds for grants it was noted that we are currently two years into the acquisition of Prop 10 funds with only minor expenditures. Annually it is anticipated that Lassen County will receive between \$300,000 and \$350,000. It was moved by Commissioner Chapman to allocate (of the current funds that we have) \$200,000 to reserves, \$300,000 to large grants, \$50,000 to mini grants; and, \$50,000 to direct allocations of the commission. The motion was seconded by Karol Merten. Further discussion occurred in which it was stated how important it is to place funds in reserve annually because of the uncertain future of Prop 10 funds. It was also commented that this current motion sets a pattern of allocating 1/3 of each year's funds received to reserves, 1/2 to grants, and 1/6th to direct allocations. There being no further discussion, the motion carried unanimously. The RFA for large grants will be modified based upon the decisions of the commission, and an application process for small grants will be developed. It was stated that the RFA's should be advertised in

newspapers throughout the county. Karol Merten moved that the newspaper ads be paid by the Commission. The motion was seconded by Betsy Elam, and carried unanimously.

6. **Children's Oral Health Summit:** A concept paper detailing a regional oral health action plan was presented to the Commission. Ongoing teleconferences of the Oral Health Collaborative have further developed the workplans of the Children's Oral Health Coalition. Currently each county involved in the collaborative is requesting a \$10,000 allocation from their commission, with matching funds to be requested from the State Children and Families Commission, to cover the cost of sustaining the collaborative for one year, which will allow in depth exploration of oral health treatment options for the region, as well as grant writing to fund the identified options. Dave Jones made a motion that \$10,000 be allocated for the Oral Health Collaborative, and Jan Irvin seconded the motion. There was no further discussion, and the motion carried unanimously.
7. **SCFO Request for Funds:** Laura presented a letter from Paula Russell of the Sierra Cascade Family Opportunities (SCFO) organization requesting \$7,500 in commission funds to help cover the cost of a grant writer to prepare the Early Headstart application for funds. If successful, this application will bring \$300,000-\$400,000 in federal grant funds into Lassen County in the form of an Early Head Start program which would offer comprehensive services to pregnant mothers and children age zero to three years. It was moved by Betsy Elam that \$7,500 be allocated to SCFO for the purpose of acquiring a grant writer to complete the federal application which if successful would leverage extensive long term funds for the implementation of a program that is not currently available in Lassen County. Dave Jones seconded the motion, there being no discussion, the motion carried, with Jan Irvin abstaining.
8. **Open Comment:** There was no presentation from Promises Program, nor from Lynn Margolies regarding playground equipment and county parks. There were no open comments.
9. **Set Next Meeting Date, Time, and Tentative Agenda:** The next meeting of the Commission is scheduled to be held on January 4, 2001 at 1:30 p.m. in the Barry Creek Meeting Center at 1345 Paul Bunyan Road, Suite B, Susanville, California. Tentative agenda items are final review of application forms for grants, statewide conference in February, fiscal report, and approval of minutes.
9. **Adjournment:** The meeting was adjourned at 4:00 p.m.

Respectfully Submitted,

Laura J. Roberts, Executive Director